

The University of Maine DigitalCommons@UMaine

Maine Town Documents

Maine Government Documents

2018

Bylaws of Selected Waterboro Town Committees

Waterboro (Me.). Municipal Officials

Follow this and additional works at: <https://digitalcommons.library.umaine.edu/towndocs>



Part of the [Public Affairs, Public Policy and Public Administration Commons](#)

Repository Citation

Waterboro (Me.). Municipal Officials, "Bylaws of Selected Waterboro Town Committees" (2018). *Maine Town Documents*. 7089.
<https://digitalcommons.library.umaine.edu/towndocs/7089>

This Plan is brought to you for free and open access by DigitalCommons@UMaine. It has been accepted for inclusion in Maine Town Documents by an authorized administrator of DigitalCommons@UMaine. For more information, please contact um.library.technical.services@maine.edu.

**BYLAWS OF THE BOARD OF SELECTMEN
OF**

WATERBORO, MAINE

Adopted: May 9, 2006

Amended: June 19, 2007

Amended: October 21, 2009

Amended: May 8, 2012

Amended: July 2, 2013

Amended: April 26, 2016

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Board of Selectmen (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs.

These bylaws shall govern the Board's practices and procedures except as otherwise provided by Town Charter and Maine State law and shall be liberally construed so as to accomplish their purpose.

Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

Section 3. Officers and their Duties

At the next meeting following the Annual Town Meeting, the Board shall elect, by majority vote of the entire board, one of its members for the ensuing year as Chair and one member as Vice Chair. The chairman shall preside at the meetings of the Selectmen, and shall be recognized as head of the town government for all ceremonial purposed and by the governor for purposes of military law, but (s) he shall have no extra administrative duties. In the temporary absence or disability of the chairman, the Vice Chair shall exercise all the powers of the chairman during such temporary absence or disability of the chairman.

The chairman, or a designee of the chairman, or a majority vote of the Board shall set the agenda for Board's meetings.

The Administrative Assistant to the Town Administrator shall maintain a written public record of all meetings within five (5) working days. The Administrative Assistant to the Town Administrator will also maintain a record of all workshops and correspondence of the Board, which shall be a public record except as otherwise provided by law.

Section 4. Meetings.

The Board of Selectmen shall, at its first meeting following the Annual Town Meeting or as soon thereafter as possible, establish by vote a regular place and time for holding its regular meetings, and shall meet regularly, except holidays, at least twice a month. The

Board shall post, including electronic notification, an agenda at least by the Friday prior to regularly scheduled Board meetings. All regular meetings shall be open to the public in accordance with the laws of the State of Maine.

Special meeting's may be held on the call of the chairman or a majority of the members, and whenever practicable, upon no less than seven (7) days public notice including electronic notification.

Emergency meetings may be called by the chairman or a majority of the members, as needed and without regard to the aforementioned 7-day notice requirement.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being present. A majority of the board of selectmen shall constitute a quorum for the transaction of business. No action of the Board, including but not limited to appointments to and removals from town offices or warrants shall be valid or binding unless adopted by the affirmative vote of the majority of the Board.

Notice of all Board meetings shall be given as required by law by the Administrative Assistant to the Town Administrator. The order of business at regular meetings should be as follows:

Pledge of Allegiance

Announcements

Appointments

Public Comments

Correspondence

Reports/Staff Initiatives

1. *Any items with discussion and/or votes requiring a town employee's attendance*
2. *Town Administrator's Report*
3. *Selectmen's Report*
4. *Committee Reports*

New Business

Old Business

Other

Pending Decisions

Week's Action List

Discussion Of Agenda Items

Items Needing Signature

Reminders

Adjournment

Items on the agenda under appointments, new business and old business that are not easily explained in the short descriptor should have a sentence or two that can further identify the nature of the item.

Board members will receive an informational packet on the Friday preceding the regularly scheduled Board meetings. These packets will include the agenda, agenda reports (see appendix A), documentation of notices sent inviting specific participants to

the meeting and any other informational documentation necessary.

The Chair should call on the Town Administrator at the beginning of each item discussion that involves an agenda report with recommendations from the Town Administrator. Each selectperson shall be called on for their input and recommendation on each item following the Town Administrator's presentation.

Board members are allowed to go into executive session and to deliberate on the matters authorized by 1 MRSA § 401 et seq. and no others. The executive session can only be entered after a motion has been made in public session to go into executive session. The nature of the business to be discussed must be part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.

The motion must carry by at least a majority of the members present. No topic other than that referred to in the motion shall be discussed during executive session. All matters discussed during executive session shall be held in strictest confidence by the board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session.

Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

Section 5. Public to Address Board

- a) As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor the Town Administrator, shall first be allowed to present their initial comments for consideration by the public and other Board members.
- b) Following the introduction of the issue, there will be time devoted to any questions of the sponsor or Town Administrator regarding the agenda item that any Board member may have to help clarify the question presented by the agenda item.
- c) The Chairman shall allow questions only during this time and no debate or discussion of collateral issues shall be permitted.
- d) Once the agenda item has been explained by its sponsor or the Town Administrator and clarified by any questioning as provided, the Town Administrator shall give a recommendation and then there will be time devoted for a discussion by Board members.
- e) There will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Waterboro to address the Board through the Chairman, regarding this particular agenda item. The speakers will be required to identify themselves by stating their name, first and last and residence address prior to sharing their comments. The speakers will be asked not to be repetitious of comments already made to the Selectmen in the interests of the most efficient use of time. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item.

f) No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member. The chairman will close public comment on the issue and then provide debate and vote of the issue by the Board.

g) Any further information requested by the speaker shall be referred to the Town Administrator to research the matter and present the findings to the Board of Selectmen.

h) No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Waterboro organization. Complaints will be referred to the Town Administrator for investigation and resolution. If unresolved the issue can be brought to the Board of Selectmen.

Section 6. Workshop Sessions.

Workshop sessions will be held every fourth Tuesday for the purpose of discussing and brainstorming solutions to pending decisions or problems, disseminating information for Board enlightenment and evaluation or the discussion or refinement of future agenda items. Additional workshop sessions may be schedule by the Chairman as necessary.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chairman, relating to the subject of the workshop sessions. No formal vote shall be taken on any matter under discussion nor shall any board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

All workshop sessions will be recorded with minutes produced documenting workshop activities.

Section 7. Agenda Items

In order to ensure that regular meetings of the Board are conducted in a reasonable, equitable, and organized manner, the following criteria will be met when scheduling items and/or appointments to be included on meeting agendas:

- a) Each new item that comes before the board will be accompanied by an Agenda Report (See Appendix A) if necessary. This report shall include:

- A. Background Information*
- B. Analysis*
- C. Alternative Solutions*
- D. Fiscal Impact*
- E. Legal Review (if necessary)*
- F. Conclusions*
- G. Attachments*

H. Town Administrator's Recommendations

- b) Requests to be scheduled on the upcoming agenda must be received in the Selectmen's Office by Noon on Friday.
- c) Copies of any supporting documents accompanying the request must be made available at the time of the request to the Administrative Assistant to the Town Administrator for copying and distributing.
- d) The request must clearly state the subject matter and the name of the presenter.
- e) The Chairman of the Board has the discretion to set the agenda.
- f) The Chairman has the right to allow an item of an emergency nature to be scheduled after the deadline prior to the printing and posting of the agenda by 5 pm on Friday. Items after the printing and posting of the agenda can only be added by a majority vote of the Board of Selectmen during the meeting.
- g) The public may introduce a subject during the Public Comments portion of the published agenda; however, no action will be taken. If action is required, the subject will be referred to another agenda.

Section 8. Public Hearings

Public hearings of the Board shall be called as required by law or on other occasions as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply.

Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceedings, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct questioning of any other party through the Chairman, provided, however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 9. Participation and Voting

Any action of the Board shall require the affirmative vote of a majority of its attending membership as required by the Charter.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member

has such a conflict of Interest or other disqualification shall be decided by a majority vote of the remaining members. Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote. Conflict issues shall follow established State Law. Any order may be reconsidered by motion of those voting in the affirmative with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown. Those present, in such circumstances, who refuse to vote are regarded as having voted affirmatively, i.e. for the proposition or to have voted with the majority.

Section 10. Meeting Length

In order to facilitate productive and efficient meetings without undue delays or continuances, board members shall commit to taking the time necessary to adequately review the upcoming agenda and information packets before each meeting. Questions needing clarification prior to any meeting shall be directed at the Town Administrator.

All Board meetings, workshops or executives sessions should in ordinary circumstances, adjourn at or before 9:00 p.m. or otherwise a vote taken by the majority of the Board to continue.

Section 11. Board Conduct

During meetings, board members, while speaking on any matter, or asking any questions, shall address the Chair.

No member shall:

- a) Speak disrespectfully of any member of the Board, the public, committee members or employees of the Town of Waterboro making offensive, insulting, threatening, insolent, slanderous or obscene remarks or who becomes boisterous or who makes threats against any person or against public order and security.
- b) Engage in private conversation while the Board is meeting in such manner as to interrupt the proceedings.
- c) Use offensive words or language against Board members, public or any committee member.
- d) Speak on any subject other than the subject in debate.
- e) Where the matter remains confidential, disclose the content of the matter or the substance.
If a member persist in disobedience after having been called to order, the Chair shall:
 - a. Immediately put the question, no amendment, adjournment or debate being

allowed, that such Member be ordered to leave for the remainder of the meeting of the Board.

- b. If the question carries, the Chair will order the member to leave for the remainder of the meeting of the Board.
- c. If the member wishes to apologize to the Board, the Chair will permit the member to do so and with the Board's consent, the member may return to their seat.

Section 12. Public Participation.

When a group of persons wishes to address the Board on the subject matter, it shall be proper for the Chairman to request that a spokesperson be chosen by the group to address the Board and to limit the number of persons addressing the Board on the same matter so as to avoid unnecessary repetition.

The Chair with approval of the majority of the board may impose a time limit in which each person may speak, giving equal time to all. If the Chairman determines that there is not sufficient time at the meeting, the comment period may be deferred to the next regular meeting or special meeting occurring in advance of the next meeting.

Any person making offensive, insulting, threatening, insolent, slanderous or obscene remarks or who becomes boisterous or who makes threats against any person or against public order and security shall be removed at the direction of the Chair from further audience at the meeting unless permission to continue is granted by the majority of the Board members present.

Section 13. Formal Complaint Process

TO BE DISCUSSED FURTHER

Bylaws of the
Economic Development Committee of the Town of Waterboro
Revised by the Board of Selectmen on 9/10/13

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs. These bylaws shall govern the committee's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Members; Duties

The Committee shall consist of no less than 5 or more than 7 members appointed by the Board of Selectmen in accordance with the Town Charter and should represent a diverse cross section of Waterboro's economic base. There shall also be ex-officio members, the Waterboro Town Planner, a member of the Board of Selectmen and a maximum of two members from the regional business community, who may be non-residents.

Members will meet at the first opportunity after the beginning of the fiscal year to elect a chairman and secretary, if one is not provided by the Town of Waterboro, to serve for one year unless otherwise provided by law.

The Chairman shall preside at all committee meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the committee to perform its duties and conduct its affairs. The chair also shall set the agenda for each meeting and provide the agenda to the administrative secretary for posting as required by law. It will be expected that the chair or an appointed designee will attend the bi-monthly council meeting and submit a written report of activities to the municipal officers to be included in the Annual Town Report.

The Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record except as otherwise provided by law. The secretary shall be responsible for providing the administrative secretary a copy of all meeting minutes.

The committee is an advisory committee to the Board of Selectmen. The responsibilities of the committee are as follows: explore, promote and recommend strategies and policies which encourages new businesses to start, expand and stay in Waterboro through responsible business growth while providing a business friendly environment.

Strategies and policies will be in keeping with the Waterboro Comprehensive Plan and will be focused on diversifying the local tax base, creating local jobs, providing citizens and visitors with local services and improving the overall quality of life in Waterboro.

Section 3. Meetings

Regular meetings of the committee shall be held minimally on a monthly basis or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the committee, provided, however, that notice thereof shall be given to each member and to the administrative secretary at least 48 hours in advance and that no business may be conducted other than as specified in said notice.

Notice of all committee meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law. No business may be conducted by the committee except at a duly called and noticed meeting or without a quorum consisting of a majority of the committee being present.

Section 4. Hearings

Public hearings of the committee shall be called as required by law or on such other occasions, as a majority of the committee may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The committee may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the committee shall require the affirmative vote of a majority of its membership unless otherwise provided by law. Majority is defined as a number of members constituting more than half of the total number of members.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

The Waterboro Planning Board

BYLAWS

Adopted by the Waterboro Planning Board October 13, 1976

Amended: January 10, 2005

January 6, 2016

November 2, 2016

BYLAWS

INDEX

Declaration

- I. Membership
 - A. Appointments
 - B. Officers and their Duties
 - C. Election of Officers
 - D. Other Board Members
- II. Organization of Meetings
 - A. Regular Meetings
 - B. Work Sessions
 - C. Executive Sessions
 - D. Special Meetings
- III. Order of Business
- IV. Committees
 - A. Standing Committees
 - B. Special Committees
- V. Employees
- VI. Hearings
- VII. Amendments

BYLAWS

DECLARATION

Business of the Planning Board shall be conducted in accordance with the Maine Statutes, Town Ordinances and pertinent parts of Roberts Rules of Order; as well as the Planning Board Subdivision Regulations, the Planning Board Bylaws, and amendments and supplements thereto.

The Planning Board pledges to maintain professional conduct in the review of all proposals before it, and in all other business deliberations. All proposals shall be examined equally and equitably, if for any reason an individual board member feels that he or she has a particular bias either for or against a particular proposal, he or she shall announce the issue to the board and the board can determine if they feel comfortable with that member continuing to participate or should abstain from voting on matters pertaining to that proposal. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged.

I. Membership

A. Appointments

1. Appointments to the Board will be made by the Board of Selectmen
2. The Board shall consist of 5 members and 2 alternate members.
3. The term of each member shall be 5 years, except the initial appointments which shall be for 1, 2, 3, 4 and 5 years respectively. The term of office of an alternate member shall be 5 years.
4. When there is a vacancy, the municipal officials shall within 30 days of its occurrence, or as soon as an appropriate replacement is found, appoint a person to serve for the remainder of the un-expired term.
5. The Planning Board may vote to notify the Town officials of the absence of a member from 40% of the planning board meetings in a 6 month period.

B. Officers and their Duties

1. The officers of the Planning Board shall consist of:
Chairman-The Chairman shall preside at all meetings and hearings of the Planning Board and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall have the authority to: appoint committees, call for work sessions and preside over executive sessions. The Chairman shall be one of the citizen members of the Board. (S)He shall have the privilege of discussing all matters before the Board and of voting thereon.

Vice-Chairman-shall act for the Chairman in his or her absence. (S)He shall be a citizen member of the Board. The Vice-Chair in the absence of the Chairman shall have all of the same powers and duties as the chairman.

Secretary - shall review the minutes of the meeting prior to submission of them to the Planning Board approval to attest to the accuracy of the minutes. The Secretary shall sign the attested minutes and make recommendation to the Planning Board prior to the board's approval. (11/02/2016)

The Board may employ an Administrative Assistant to assist in the performance of duties and to perform such other duties as may be assigned to him/her by the Chairman of the Board.

C. Elections of Officers

1. Nomination of officers shall be made from the Board at the annual organizational meeting, which shall be held the first meeting of July, and the elections shall immediately follow thereafter.
2. A candidate receiving a majority vote of the Planning Board shall be declared elected and shall serve for one year or until the next annual organizational meeting or until his or her successor shall take office.
3. Vacancies in office shall be filled as soon as possible by regular election procedure and officers so elected shall be "acting" only until the subsequent annual meeting.

D. Other Board Members

1. An alternate member may attend all meetings and fully participate in its proceedings including the privilege to vote
2. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members present except the member who is being challenged.

II. Meeting Organization

A. Regular Meetings

1. Meetings will be held twice monthly, currently the first and third Wednesday of each month at 7:00 p.m. The standard meeting place shall be the Waterboro Town Hall Annex on Townhouse Road, however, meetings may be rotated to various other locales within the Town to enable better Board-Citizen rapport. Meeting times and dates may vary to accommodate public hearings, special meetings and holidays. The Administrative Assistant shall have the responsibility of notifying the members and for advertising to the public at large where and when the meetings will be held if they are to be other than the normal time and place.
2. No meeting of the board shall be held without a quorum consisting of 4

members.

3. All meetings shall be open to the public with the exception of executive session.
4. A recess may be called by a majority vote of the Board.

B. Workshops

1. The Chairman may, with the approval of the majority of the Board call special workshops.
2. These workshops shall be open to the public; however, the general public shall be barred from addressing the Board with the following exceptions.
 - a. In the event that the topic of the work session involves such matters in which the Board has requested that a Citizen Advisory Group be established to aid the Board in its findings and deliberations, said group shall have input into the discussion phase of the meeting
 - b. Any Official, citizen, etc. who specifically has been requested by the Board to have inputs to that meeting may do so; but only to that extent.
 - c. Inputs from other interested citizens may be heard if the majority of the Board so votes.
 - d. Roberts Rules of Procedure shall apply. The Chairman may rule any deviations from the above to be out of order.

C. Executive Session

1. Upon a majority vote, the Planning Board of the Town of Waterboro may call for an Executive Session, from which the public shall be barred.
2. The motion to go into executive session shall indicate the nature of the business of that session, and no other matter may be considered. No ordinances, orders, resolutions, regulations, contracts, appointments, or other official action shall be finally approved at such executive sessions, which may be held on the following matters only:
 - a. Certain discussions concerning employees or appointees. Discussions or considerations of employment, appointment, assignment, duties, resignation of public officials, appointees or employees of the Planning Board of the investigation or hearing of charges or complaints against such persons; provided that any persons charged, investigated or otherwise under discussion shall be permitted to be present at such executive sessions, if he or she so desires.
 - b. Dismissal of public official or employee. Discussion or consideration of the dismissal of any public official or employee.
 - c. Condition, acquisition, use or disposition of property. Discussion or consideration, of the condition, acquisition or use of real or

personal property or interests therein or disposition of publicly held property if premature disclosure of such information would prejudice the competitive or bargaining position of the Planning Board.

- d. Certain labor negotiations. Negotiations with employee representatives under the collective bargaining laws.
- e. Certain legal consultations. Consultations between the planning board and its attorney concerning the legal rights and duties of the planning board, pending or contemplated litigation, settlement offers and matters where the duties of the planning board's counsel to his or her client pursuant to the code of professional responsibility clearly conflicts with the Maine Right to Know law or where premature general public knowledge would clearly place the State, municipality or other public agency or person at a substantial disadvantage.
- f. Adjudicative deliberations. Deliberations by the planning board acting in an adjudicative or quasi-judicial capacity. The hearing of evidence is not to be construed as deliberations. The Waterboro Planning Board may retire to executive session to discuss subdivision proposals, provided that no official action upon the specific proposal takes place within these sessions.
- g. Discussion of information in certain records. Discussion of information contained in records made, maintained or received by the planning board when access by the general public to these records is prohibited by statute.
- h. Within the Executive Session, it shall be the Chairman's responsibility to ensure that only that business for which the session was called will be discussed. The Chairman shall conduct the executive session to ensure that compliance with rules for executive sessions occurs.

D. Special Meetings

- 1. The place of the special meeting date and time will be designated by the Chairman or Acting Chairman at his/her discretion.

III. Order of Business

- A. The order of business at regular meetings shall be:
 - 1. Roll Call
 - 2. Minutes
 - 3. New Business and Public Hearings
 - 4. Old business
 - 5. Communication
 - 6. Miscellaneous

7. Adjournment

IV. Committees

- A. Standing committee may be adopted by the Chairman
- B. The standing committees shall be appointed for one year and shall consist of at least 2 members. Vacancies shall be filled immediately by the Chairman of the Planning Board.
- C. Special committees may be appointed by the Chairman for purposes and terms which the Board approves.

V. Employees

- A. The Board may employ at no cost to the Town, unless authorized otherwise, such staff and/or experts as it sees fit to aid the Board in its work, this includes planning services which the town will bill directly to any developer proposing a project for Site plan review or Subdivision Review in which services are being provided on behalf of the planning board.

VI. Hearings

- A. In addition to those required by law, the Board shall hold public hearings on all Site Plans and Subdivisions prior to any final approvals being granted.
- B. Notice of such hearings shall be published in the official newspaper(s) of the municipality or in a newspaper of general circulation at least seven (7) days before the time of the public hearing.
- C. The case before the Board shall be presented in summary by the applicant or a designated member of the Board, and parties in interest shall have privileges of the floor.
- D. A record shall be kept of those speaking before the Board.

VIII. Amendments

These BYLAWS may be amended by an affirmative vote of the majority present and voting members of the Planning Board.

BYLAWS

Sources of Information

American Society of Planning Officials American Planning and Civic Association
American Institute of Planners
Maine Municipal Association
Southern Maine Regional Planning Committee Alfred Planning Board Bylaws
Kennebunk Planning Bylaws Town of Waterboro Charter

Mission Statement of the Public Safety Committee

of the Town of Waterboro

The Public Safety Committee of the Town of Waterboro is an advisory committee to the Board of Selectmen.

The Public Safety Committee will act as a liaison between the town's public safety departments and the Board of Selectmen. The group will function as the Grievance Committee for all public safety personnel considering problems or conflicts that may occur in the Fire Department, Emergency Management Department, Town Constables or any other group(s) responsible for public safety in the Town of Waterboro. The committee shall also assist the departments in the planning of public safety relative to buildings, purchase of equipment and capital equipment expenditures.


The Public Safety Committee will establish a good working relationship with all levels of membership of the public safety departments and be very knowledgeable regarding the Personnel Policy. The committee will invite public safety department heads to committee meetings and determine actions and expenditures that are in the best interest and needs of the community and then report to the Board of Selectmen.

Adopted by the Waterboro Board of Selectmen 3/4/08
(date)


Dennis Abbott - Chairman


Jon Gale


Cindy Moore


Evan Grover

TammyJo Girard

Bylaws of the

Public Safety Committee of the Town of Waterboro

Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for committee meetings and to promote the fair, orderly and efficient conduct of the committee's proceedings and affairs. These bylaws shall govern the committee's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

Section 2. Members; Duties

The committee shall consist of () members, appointed by the Board of Selectmen. Members must be a resident of the Town of Waterboro and will serve a () year term. Members will meet at the first opportunity after the beginning of the fiscal year to elect a chairman and secretary, if one is not provided by the Town of Waterboro, to serve for one year unless otherwise provided by law.

The Chairman shall preside at all committee meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the committee to perform its duties and conduct its affairs. The chair also shall set the agenda for each meeting and provide the agenda to the administrative secretary for posting as required by law. It will be expected that the chair or an appointed designee will attend the bi-monthly council meeting and submit a written report of activities to the municipal officers to be included in the Annual Town Report.

The Secretary shall maintain a permanent record of all committee meetings and all correspondence of the committee, which shall be a public record except as otherwise provided by law. The secretary shall be responsible for providing the administrative secretary a copy of all meeting minutes.

The committee is an advisory committee to the Board of Selectmen. The responsibilities of the committee are as follows:

The Public Safety Committee consists of five to seven members appointed by the Board of Selectmen from the community, each member having extensive experience in Public Safety. The appointed members serve five-year staggering terms. In the interest of promoting increased participation in town affairs and so that each member can focus on the important role of the Committee, the Selectmen will attempt to appoint persons to no more than one standing town committee.

The Public Safety Committee is an advisory committee to the Board of Selectmen.

The primary responsibility of the Committee is to act as a liaison between the town's Public Safety Departments and the Board of Selectmen. This group will function as the Grievance Committee for Public Safety personnel considering problems or conflicts that may occur in the Fire Department, Emergency Management Department, Town Constables and any other groups responsible for the public safety of the Town of Waterboro. It is imperative that the Committee establish a good working relationship with all levels of membership in these departments and be very knowledgeable regarding the Personnel Policy, Job Descriptions and all other material relative to the duties and responsibilities of the staff.

This committee will be in the chain of command immediately after the Department Head considering all matters that have not be satisfactorily resolved at that level.

The Public Safety Committee will assist the Departments in the planning of public safety relative to buildings, purchase of equipment, and capital equipment expenditures.

Section 3. Meetings

Regular meetings of the committee shall be held on Monday of each month or as otherwise necessary or required by law. Special meetings may be called at the discretion of the Chairman or upon the request of a majority of the committee, provided, however, that notice thereof shall be given to each member and to administrative secretary at least 24 hours in advance and that no business may be conducted other than as specified in said notice.

Notice of all committee meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

No business may be conducted by the committee except at a duly called and noticed meeting or without a quorum consisting of a majority of the committee being present.

Section 4. Hearings

Public hearings of the committee shall be called as required by law or on such other occasions, as a majority of the committee may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chairman shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The committee may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chairman and without interruption, provided, however, that the Chairman may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however, that the Chairman may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

Section 5. Participation and Voting

Any action of the committee shall require the affirmative vote of a majority of its membership unless otherwise provided by law. Majority is defined as a number of members constituting more than half of the total number of members.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chairman for good cause shown.

Attendance at the meetings of this committee is expected to be no less than 75%. Attendance less than expected levels is subject to review and dismissal by the Board of Selectmen.

In the interest of promoting increased participation in town affairs and so that each member can focus on the important roll of the committee, the selectmen will attempt to appoint persons to no more than one standing town committee.

Section 6. Decisions

All decisions of the committee shall be made within the time limits, if any, established by law. All final decisions shall be in writing, shall become a part of the committees permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape

recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

Notice of any decision, if required, shall be given as prescribed by law.

The committee may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The committee may conduct additional hearings and receive additional evidence and testimony as provided herein.

Section 7. Conflict with Laws

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

Section 8. Waivers; Amendments

These bylaws, or any provision thereof, may be waived on any occasion by a vote of the Board of Selectmen unless otherwise provided by law or the Waterboro Town Charter. These bylaws may be amended at any time in writing by majority vote of the committee after notice and public hearing on the proposed amendment and approval by the Board of Selectmen. These bylaws shall be reviewed by the committee on an annual basis.

Adopted by the Board on _____, 20_____.

Mission Statement of the Road Review Committee

of the Town of Waterboro

The Road Review Committee of the Town of Waterboro is an advisory committee to the Board of Selectmen.


The Road Review Committee will establish a 5 year plan prioritizing roads that need simple maintenance, semi-reconstruction and roads needing to be rebuilt. The committee will determine the schedule of repaving, restriping and the construction of new roads as well as an estimated cost for each project and present same to the Board of Selectmen and the Finance Committee. The committee will also review construction of all new roads in Waterboro with the CEO and Planning Board to ensure new roads meet town standards and make a recommendation to the Board of Selectmen.


The Road Review Committee will meet on a monthly basis and review plans and budgets with the Road Commissioner to determine the needs of the community.

Adopted by the Waterboro Board of Selectmen 3/4/08
(date)


Dennis Abbott - Chairman


Jon Gale


Cindy Moore


Evan Grover


Tammy LeGirard

Assessing Board of Review

Name	Term Ending	E-mail Address
Robert Gobeil	2019	No Active Town Email
Megan Verlander	2020	meganverlander@waterboro-me.gov
Diane Gray	2018	dianegray@waterboro-me.gov
Nancy Roberge, <i>Secretary</i>		nancyroberge@waterboro-me.gov

Board of Selectmen

Name	Term Ending	E-mail Address
Dennis Abbott, <i>Chairman</i>	2019	dennisabbott@waterboro-me.gov
Tim Neill, <i>Vice Chairman</i>	2019	timneill@waterboro-me.gov
Theodore Doyle	2020	theodoredoyle@waterboro-me.gov
Gordon Littlefield	2020	gordonlittlefield@waterboro-me.gov
Dwayne Woodsome	2021	dwaynewoodsome@waterboro-me.gov
All Member List - forwards to all the above		selectmen@waterboro-me.gov

Budget Committee

Name	Term Ending	E-mail Address
Donna Berardi	2019	donnaberardi@waterboro-me.gov
James Southworth	2021	jamesouthworth@waterboro-me.gov
Richard Briganti	2019	richardbriganti@waterboro-me.gov
Brianna Tibbetts	2020	briannatibbetts@waterboro-me.gov
VACANCY	2020	
All Member List - forwards to all the above		budget@waterboro-me.gov

Cable TV

Name	Term Ending	E-mail Address
David Lowe	2019	dlowe@waterboro-me.gov

Cemetery Committee

Name	Term Ending	E-mail Address
Angela Tibbetts	2019	angelamccoy@waterboro-me.gov
Georgia Jones	2019	georgiajones@waterboro-me.gov
Danielle Donovan	2021	danielledonovan@waterboro-me.gov
Helen MacKay	2021	helenmackay@waterboro-me.gov
Michelle Wyman	2021	michellewyman@waterboro-me.gov
Gordon Littlefield, <i>Selectmen - ex-officio</i>		gordonlittlefield@waterboro-me.gov
All Member List - forwards to all the above		cemetery@waterboro-me.gov

Community Center Steering Committee

Name	Term Ending	E-mail Address
Todd Smith	n/a	
Julie Hoyle	n/a	
Tim Neill	n/a	
Gordon Littlefield	n/a	
Craig Richardson	n/a	
Rosemary Whittaker	n/a	
Kellie Demers	n/a	
Tanya Thayer	n/a	

Community Garden Committee

Name	Term Ending	E-mail Address
Sandy Jorgensen	2019	sandyjorgensen@waterboro-me.gov
Donna Berardi	2019	donnaberardi@waterboro-me.gov
Oksana Sigleski	2020	oksanasigleski@waterboro-me.gov
Judi Carll	2020	judicarll@waterboro-me.gov
Jon Gale	2020	jongale2@waterboro-me.gov
Brigit McCallum	2020	brigit@waterborolibrary.org
Katie Wellman	2020	katiwellman@waterboro-me.gov
Ted Doyle, <i>Selectmen - ex-officio</i>		theodoredoyle@waterboro-me.gov
All Member List - forwards to all the above		garden@waterboro-me.gov

Conservation Commission

Name	Term Ending	E-mail Address
Amy Lucarelli	2020	amylucarelli@waterboro-me.gov
Anthony Lucarelli	2020	tonylucarelli@waterboro-me.gov
Dwayne Woodsome, <i>Selectmen - ex-officio</i>		dwaynewoodsome@waterboro-me.gov
VACANCY	2021	
VACANCY	2019	
VACANCY	2019	
All Member List - forwards to all the above		conservation@waterboro-me.gov

Dam Controller

Name	Term Ending	E-mail Address
Donald Holden	Indefinite	donholden@waterboro-me.gov

Economic Development Committee

Name	Term Ending	E-mail Address
James Southworth	2021	jamesouthworth@waterboro-me.gov
David Christensen	2019	davidchristensen@waterboro-me.gov
Kristina Mariner	2019	kristinamariner@waterboro-me.gov
Joseph Nelson	2019	josephnelson@waterboro-me.gov
Dennis Abbott, <i>Selectmen - ex-officio</i>		dennisabbott@waterboro-me.gov
VACANCY	2021	
VACANCY	2020	
VACANCY	2020	
All Member List - forwards to all the above		edc@waterboro-me.gov

EMA (Emergency Management)

Name	Term Ending	E-mail Address
Chief Matthew Bors <i>Director</i>	Indefinite	mbors@waterborofire.org
Lisa Bennett <i>Deputy Director</i>	Indefinite	lbennett@waterborofire.org

Fair Hearing Committee

Name	Term Ending	E-mail Address
James Southworth	2021	fairhearing1@waterboro-me.gov
Robert Gobeil	2019	No Active Town Email
VACANCY	2020	

Library Trustees

Name	Term Ending	E-mail Address
Michelle Conners	2020	michelle@waterborolibrary.org
Kellie DeMers	2020	kellie@waterborolibrary.org
Rosemary Whittaker	2018	rosemary@waterborolibrary.org
Brigit McCallum	2020	brigit@waterborolibrary.org
Tim Neill, <i>Selectmen - ex-officio</i>		timneill@waterboro-me.gov
VACANCY	2020	
VACANCY	2020	
VACANCY	2021	
All Member List - forwards to all the above		trustees@waterborollibrary.org

Old Home Days Committee

Name	Term Ending	E-mail Address
Heather Silva	2020	heathersilva@waterboro-me.gov
Karen Turgeon	2019	karenturgeon@waterboro-me.gov
Jennifer Mayo	2020	jennifermayo@waterboro-me.gov
Claire Tutt	2020	clairetutt@waterboro-me.gov
April Tucker	2021	aprilucker@waterboro-me.gov
Crystal Arsenault	2020	crystalarsenault@waterboro-me.gov
John Noel	2021	johnnoel@waterboro-me.gov
Gordon Littlefield, <i>Selectmen - ex-officio</i>		gordonlittlefield@waterboro-me.gov
All Member List - forwards to all the above		oldhomedays@waterboro-me.gov

Parks and Recreation Committee

Name	Term Ending	E-mail Address
Robert Gobeil	2021	No Active Town Email
Meagan Swahn	2021	meaganswahn@waterboro-me.gov
Michelle Bennett	2019	michellebennett@waterboro-me.gov
Craig Richardson	2020	craigrichardson@waterboro-me.gov
Ted Doyle, <i>Selectmen - ex-officio</i>		theodoredoyle@waterboro-me.gov
VACANCY	2020	
All Member List - forwards to all the above		parkscommittee@waterboro-me.gov

Planning Board

Name	Term Ending	E-mail Address
Dwayne Prescott	2020	Email Planning & Code Office
Lee Nelson	2021	Email Planning & Code Office
Judy Wirth	2021	Email Planning & Code Office
David Christensen	2018	Email Planning & Code Office
Judy Carll	2019	Email Planning & Code Office
Sam Hayden	2018	Email Planning & Code Office
Tammy Bellman, <i>Administrative Assistant to Planning & Code Office</i>		ceosec@waterboro-me.gov
Tim Neill, <i>Selectmen - ex-officio</i>		timneill@waterboro-me.gov

Public Safety Committee

Name	Term Ending	E-mail Address
Nancy Roberge, <i>Member & Secretary</i>	2019	nancyroberge@waterboro-me.gov
Ted Doyle, <i>Selectmen - ex-officio</i>		theodoredoyle@waterboro-me.gov
VACANCY	2020	
VACANCY	2020	
VACANCY	2019	

Road Review Committee

Name	Term Ending	E-mail Address
Nancy Roberge, <i>Co-Chairman</i>	2019	nancyroberge@waterboro-me.gov
George Harnois	2021	georgeharnois@waterboro-me.gov
Dwayne Woodsome, <i>Selectmen - ex-officio</i>		dwaynewoodsome@waterboro-me.gov
VACANCY	2020	
VACANCY	2020	
VACANCY	2019	

Regional School Unit # 57 (RSU57)

Name	Term Ending	E-mail Address
Jennifer Mayo	2021	jennifermayo@rsu57.org
Brenda Dyer	2019	brendadyer@rsu57.org
VACANCY	2019	
All Member List - forwards to all the above		rsu57@waterboro-me.gov

Saco River Corridor Committee

Name	Term Ending	E-mail Address
VACANCY	NOV. 1, 2020	

Saco River Community TV (SRC-TV) Board of Directors

Name	Term Ending	E-mail Address
David Lowe, <i>representative: Waterboro</i>	2019	dlowe@waterboro-me.gov
Carol Fletcher, <i>alternate: Waterboro</i>	2019	No Active Town Email

Transfer Station & Recycling Committee

Name	Term Ending	E-mail Address
Robert Gobeil	2021	No Active Town Email
Tim Neill	2019	timneill@waterboro-me.gov
John Noel	2021	johnnoel@waterboro-me.gov
Nancy Roberge, <i>Secretary</i>		nancyroberge@waterboro-me.gov
Tim Neill, <i>Selectmen - ex-officio</i>		timneill@waterboro-me.gov
VACANCY	2020	
VACANCY	2020	

Zoning Board of Appeals (ZBA)

Name	Term Ending	E-mail Address
Shawn Shoemaker	2023	Email Planning & Code Office
Kurt Clason	2020	Email Planning & Code Office
James Southworth	2019	Email Planning & Code Office
Andrew Orr	2023	Email Planning & Code Office
Robert Leeman	2022	Email Planning & Code Office
Dwayne Woodsome, <i>Selectmen - ex-officio</i>		dwaynewoodsome@waterboro-me.gov